



U.S. ARMY CONTRACTING AGENCY

Southern Region



DIRECTORATE OF CONTRACTING (DOC)

FORT POLK, LOUISIANA

**GOVERNMENT PURCHASE CARD
(GPC) TRAINING
REFRESHER TRAINING REQUIRED EVERY 2 YEARS
Updated Tuesday, June 19, 2007**

HOW TO BECOME A CARDHOLDER

1. Provide the DAU Certificate
2. Fort Polk Training Certificate, Access Online Training Certificate
3. [FAC 2005-13](#) Training for \$3,000 Limit for Supplies, \$2500 for Service and \$2,000 Construction
4. [FP Form 112](#) approved by Resource Manager and Approving Official. Once submitted, you will receive your card within 7 to 10 business days. The Cardholder establishes User ID & Password.

HOW TO BECOME A APPROVING OFFICIAL

Provide the DAU Certificate, and Air Force Fiscal Law Tutorial Certificate

1. Fort Polk Training Certificate, Access Online Training Certificate
2. [FAC 2005-13](#) Training for \$3,000 Limit for Supplies, \$2500 for Service and \$2,000 Construction
3. Fiscal Law Tutorial Certificate
4. [FP Form 112](#) approved by Resource Manager and Approving Official.
5. Complete the [DD Form 577](#)
6. Once submitted, your password within 7 to 10 business days.

[Air Force Fiscal Law Tutorial](#) - This tutorial has been developed to assist with initial training in fiscal law and to provide continuation training for persons with responsibility for the proper use of appropriated funds. Specifically, this web-based course is designed to provide training for those military and civilian personnel in legal, financial management, acquisition, and other fields who cannot attend a resident course but who require a working knowledge of fiscal law.

**TRAINING FOR NEW BILLING OFFICIALS, ALTERNATE BILLING OFFICIALS,
AND NEW CARDHOLDERS**

The class is intended for those who have never taken the GPC training at Fort Polk. Everyone who signs up for this class must complete the Defense Acquisition University (DAU) on-line training course, DoD Government Purchase Card Tutorial. Instructions to access the on-line training course are below.

**Army Contracting Agency Southern Region
Directorate of Contracting – Bldg 350
Fort Polk, LA ' (337) 531–2373 or 2196 DSN 863-2196**

ACA



U.S. ARMY CONTRACTING AGENCY

Southern Region



DIRECTORATE OF CONTRACTING (DOC)

FORT POLK, LOUISIANA

Training Schedule: (Reservations are not required)

<u>DATES</u>	<u>HOURS</u>	<u>LOCATION</u>
9-May-2007	0900-1300	Ft Polk Ed Center Room 211
13-Jun-2007	0900-1300	Ft Polk Ed Center Room 215
11-Jul-2007	0900-1300	Ft Polk Ed Center Room 211
9-Aug-2007	0900-1300	Ft Polk Ed Center Room 211
12-Sep- 2007	0900-1300	Ft Polk Ed Center Room 211
10-Oct -2007	0900-1300	Ft Polk Ed Center Room 211
7-Nov-2007	0900-1300	Ft Polk Ed Center Room 211
8-Jan 2008	0900-1300	Ft Polk Ed Center Room 211
12-Feb-2008	0900-1300	Ft Polk Ed Center Room 211
12-Mar-2008	0900-1300	Ft Polk Ed Center Room 211
9-Apr-2008	0900-1300	Ft Polk Ed Center Room 211
7-May-2008	0900-1300	Ft Polk Ed Center Room 211
11-Jun-2008	0900-1300	Ft Polk Ed Center Room 211
9-Jul-2008	0900-1300	Ft Polk Ed Center Room 211
6-Aug-2008	0900-1300	Ft Polk Ed Center Room 211
10-Sep-2008	0900-1300	Ft Polk Ed Center Room 211
8-Oct-2008	0900-1300	Ft Polk Ed Center Room 211
12-Nov-2008	0900-1300	Ft Polk Ed Center Room 211

HOW TO ENROLL

First go to: <https://www.atrrs.army.mil/channels/aitas/> and select the link at the top of the screen that says

Please sign in below.

Continuous Learning Modules

Sign In Options

☐ CAC ☐ AKO User ID ☐ SSN and DOB

FOR DAU CONTINUOUS LEARNING COURSES CLICK HERE" and click on that.

Now, on the page that loads you'll see instructions for how to prepare and process an application for enrollment in Continuous Learning Modules, like the

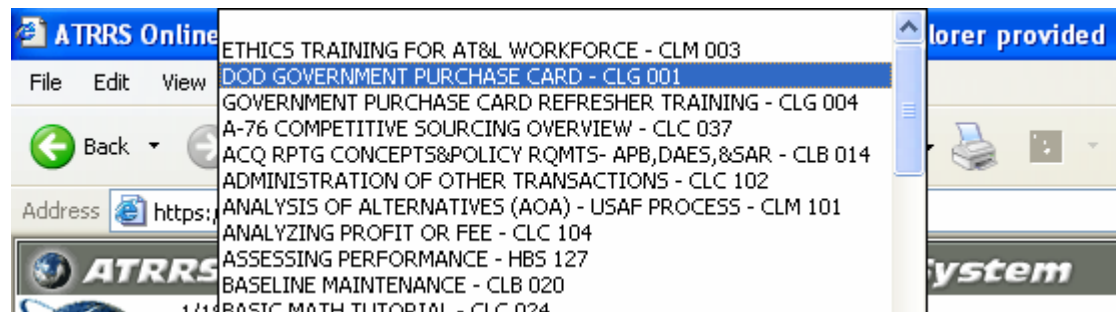
Army Contracting Agency Southern Region
Directorate of Contracting – Bldg 350
Fort Polk, LA ' (337) 531–2373 or 2196 DSN 863-2196

ACA

Government Purchase Card Tutorial. Please make sure to follow those instructions properly.

HOW-TO FILL OUT THE APPLICATION:

- 1: Under "**Student**", click on "**Prepare Application**"
- 2: Select category **Continuous Learning Modules** from the drop down list.
- 3: Log in with your **SSN** and **Date of Birth**.
- 4: Select the DAU CL Course from the Course drop-down list. If you need to take the required ethics training, please select



DOD Government Purchase Card –CLG 001
OR
Government Purchase Card Refresher CLG 004 (Required Every 2 Years)

- 5: Press the **SEARCH** button **SUBMIT APPLICATION.**

You have been approved for CLG 01 DAU Continuous Learning Module. The DAU Virtual Campus will send you an email with instructions and allocated time frame for completion. Students cannot drop or cancel from DAU CL Modules. This is a continuous learning training module, therefore, no priority is assigned to personnel who apply. This has no impact on how soon you will be able to access the Course. In the event you are placed on a wait list to start the CL module, you will be notified by DAU as to when to begin the course.



U.S. ARMY CONTRACTING AGENCY

Southern Region



DIRECTORATE OF CONTRACTING (DOC)

FORT POLK, LOUISIANA

You have 30 calendar days for all other DAU CL modules once you have been enrolled. Once enrolled, you will not be able to drop or cancel from the course.

BRIEF INFORMATION ABOUT YOUR COURSE -

This is a self-enrollment module, which means you can immediately take the class after you successfully submit your application. The site where you'll take the class is located here: <http://atlas.dau.gov> to take the class, sign into that site with your username and password, and once you're signed in, click the title of the course to launch it and begin working on it.

IN CASE YOU CANNOT LOGIN AFTER YOU COMPLETE YOUR APPLICATION -

You may retrieve your username or password at anytime for the Atlas (<https://atlas.dau.gov>) website accounts. Please follow instructions below:

To retrieve your username, simply click on the "**Forgot Username**" link. Enter your Social Security Number and Date of Birth then click "Submit".

To retrieve your password, simply click on the "**Forgot Password**" link. Select the method you would like to use on the "**Retrieve Password**" screen, either Retrieve

password by username or retrieve password by Social Security Number. Key in your information then click "**Get Password**".

(In the event that you do not receive your password or username within 1 hour, we advise that you review your student profile to verify your most recent and valid e-mail address is on file.)

[Access your agency's registrar site:](#) to edit your student profile.

ATRRS /Web Based help desk inquiry?

Email: atrrshelp@hqda.army.mil
COM: (703) 695-2353/2060
FAX: (703) 645-0432
DSN: 225-2353/2060
Monday-Friday, 0730-1730 EST

DAU Continuous Learning Help Desk?

Email: dauhhelp@dau.mil
COM: (703) 805-3459

**Army Contracting Agency Southern Region
Directorate of Contracting – Bldg 350
Fort Polk, LA ' (337) 531–2373 or 2196 DSN 863-2196**

ACA